



Agency Records Disposition Schedule

Department: Missouri Courts

Section: Court Programs and Research

Division: Office of State Courts Administrator

Sub-Section:

TITLE: Automatic Electronic Defibrillator (AED) Documentation

CUTOFF:EOCY

DESCRIPTION: Records kept regarding the AED machine maintenance. Includes, but are not limited to testing of AED machine, battery changes, usage of machine and those qualified to use the AED machine.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23317

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Clerical Workload Survey

CUTOFF:EOCY

DESCRIPTION: Includes reports from courts, summary reports and correspondence to determine the need for staff in any given county.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23321

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Court Security Manual

CUTOFF:WSO

DESCRIPTION: General manual for all courts to use in establishing and maintaining court security. This manual is created by the Security Officer at the Office of State Court Administrator.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23314

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Missouri Courts

Section: Court Programs and Research

Division: Office of State Courts Administrator

Sub-Section:

TITLE: Domestic Relations Resolution Fund Applications

CUTOFF: EOSFY

DESCRIPTION: Court submitted requests for funding through the Domestic Relations Resolution Fund. These funds are used to help courts create programs for those involved in domestic disputes.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23312

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Domestic Relations Resolution Fund Award Files

CUTOFF: EOSFY

DESCRIPTION: Successful fund applications requesting funding through the Domestic Relations Resolution Fund. These funds are used to help courts create programs for those involved in domestic disputes.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23313

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Mental Health Community Service Directory

CUTOFF: WSO

DESCRIPTION: Directory of community resource providers by county, including comprehensive psychiatric services.

RETENTION: Years: 0 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23318

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Missouri Courts

Section: Court Programs and Research

Division: Office of State Courts Administrator

Sub-Section:

TITLE: Missouri Judicial Report Working Papers

CUTOFF:EOCY

DESCRIPTION: Correspondence, distribution lists, log drafts, documentation, and notes regarding errors in published reports. This information is used to compile all resources to complete the annual Judicial Report.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23320

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Monthly Workload Statistics

CUTOFF:EOCY

DESCRIPTION: Statistics gathered for Circuit Court Budget Committee. Used to determine staffing needs in the courts.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23319

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Security Assessments

CUTOFF:EOCY in which final security report submitted

DESCRIPTION: Information collected by Office of State Court Administrator staff to assess the safety and security posture of the court environment. The information may include, but is not limited to checklists, records of interviews, photographs, maps, floorplans, or other reference material. These assessments are performed when requested by the courts.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23315

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Missouri Courts

Section: Court Programs and Research

Division: Office of State Courts Administrator

Sub-Section:

TITLE: Security Reports

CUTOFF: Life of Building

DESCRIPTION: The final security assessment report identifies strengths and vulnerabilities of courthouses and court processes and provides recommendations to mitigate vulnerabilities to the safety and security of the court environment. Prepared by Office of State Court Administrator staff and submitted to appropriate various officials.

RETENTION: Years: 5 Months: Days:

NOTES: Record copy to Court Programs and Research.

DISPOSITION ACTION: Destroy

SERIES: 23316

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Statistical Reports

CUTOFF: EOCY

DESCRIPTION: Statistical reports created to determine caseload and projections statewide, in regards to cases involving child support, individual county/circuit courts, Supreme Court or Court of Appeals. This information is used to determine the amount of staff needed in the state to handle the cases in an area of the state. This information is compiled from the Justice Information System (JIS) and other case reporting systems used by the courts.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8208

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010